

Position Description

Project Management Specialist – Deputy Office Director, Education Office

BASIC FUNCTION OF THE POSITION:

The Deputy Director serves as the Education Development Office's most senior FSN. S/he works directly on an \$86 million portfolio of seven basic education activities in Nepal. S/he leads the coordination of USAID-supported education activities with the Nepal Ministry of Education, Science, Technology (MOEST). The incumbent also represents EDO to the larger USG Mission and external development partners. The Deputy Director provides expert input into the overall education portfolio, estimated at \$15 million per year, and advises on challenges, opportunities, and issues in the overall education sector in Nepal. Program elements currently focus on early grade reading, inclusive education, access to education, especially for girls, and post-disaster recovery in the education sector, while new areas of engagement will include early grade learning (expanding technical coverage of math and pre-primary education), and systems strengthening. Engagement is required in other cross-cutting issues, including local governance, public financial management, gender and social inclusion, and resilience. The Deputy Director will be supervised by the Education Office Director, a US Direct Hire, and have supervisory, coaching, and mentoring responsibilities over junior- and mid-level Foreign Service National (FSN) Development Project Management Specialists. S/he serves as the Acting EDO Director, in the absence of the Director and can oversee the team of four staff, comprised of three FSNs and one local USPSC.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

The Deputy Director provides expert technical and analytical input for all aspects of the education program. The incumbent will have expertise in early grade learning, in particular reading, girls' education, disability-inclusive education, basic education, and/or other related education subsector relevant to EDO. S/he will be responsible for ensuring that USG development assistance activities reflect best practices and state-of-the-art knowledge that supports effective education programs.

a) Technical Leadership, Strategic Planning and Program Design (30%):

- Provide high level technical leadership to staff and partners in the areas of early grade reading/math, pre-primary education, disability-inclusive education, national education data, curriculum development, student learning assessment, teacher training, policy and planning, monitoring and evaluation, community mobilization, local and school governance, and other issues, ensuring that evaluation data is used appropriately for decision making.
- Design the next generation of USAID/Nepal early grade learning activity and future flagship activities together with the team aligned to the Agency's education sector strategy, grounded in evidence.
- Participate and/or chair as appropriate, Technical Evaluation Committees, for new activities and programs related to education

- Understand all activities of the portfolio to communicate effectively internally and externally about EDO activities. Interpret and explain the U.S. Mission's policies, programs, and strategies in the education sector.
- Contribute to the development and implementation of USAID/Nepal's Country Development Cooperation Strategy, the Mission's Integrated Country Strategy, and related education activities and programs
- Draft complex and technically-grounded Statement of Work or Program Descriptions and participate in intra-office teams by providing education sector perspectives (i.e. for public financial management and local governance) and participate in developing the strategy, results framework, activities packages, background documentation, and monitoring plans.

b) Representation, Networking & Coordination (30%) :

- Establish, maintain, manage and negotiate sensitive high-level relationships with the MOEST, multi-donor stakeholder coordination groups, multilateral and bilateral donors, other local education stakeholders and USG partners on issues of education policy and practices required for the smooth implementation of USAID education programs.
- Support government counterparts, together with other development partners, in strategic planning and implementation of Nepal's national education sector programs.
- Regularly keep abreast of trends and issues in the education sector in Nepal and analyze those developments that have implications for USAID education programming and provide background to EDO and USAID Mission management.
- Represent USAID regularly and prepare presentations for external key technical and steering committees and donor working groups and internally to senior level stakeholders including Ambassadors, Mission Directors, other senior USG representatives, and Congressional/other US delegations.
- Assist the EDO Director and visiting Washington officials in preparing for and participating in field trips, public meetings, conferences, and high level meetings and negotiations with the Government of Nepal (GON). Occasionally, this involves both interpreting between English and Nepali and making independent interventions as a participant or expert resource person.

c) Portfolio/Program Management & Oversight (20%):

- Serve as the Contracting/Agreement Officer's Representative (COR/AOR) or alternate and/or the Government-to-Government (G2G) Program Manager (or alternate) for early grade learning, pre-primary education, and disability inclusive education activities.
- Provide overall technical guidance and oversight to education activities in the portfolio, through regular site visits, thorough review of annual work plans and progress reports, assuring compliance with USAID environmental guidelines and other established USG guidelines, policies and procedures, tracking expenditures and accruals against obligations, making recommendations to implementing partners to increase project impact and enhance sustainability and reporting on project results.
- Drafting official USG documents required for reporting the status of activities, such as annual operational plans, Congressional Notifications, annual performance reports,

action memos and procurement documents as well as information requests from Washington and the Embassy.

- Participates in discussions and provides recommendations on fund allocations within the education program, particularly at times of budget shortage.

d) Office Management, Supervision, and Mentoring (20%):

- Directly supervise one FSN-11 Quality Basic Education Program Management Specialist, providing daily mentoring, monitor of work, establish work objectives, oversee product deliverables, and conduct annual performance evaluations. Manage at least one Chief of Party (COP) with the ability to convene all COPs or Project Directors to discuss technical issues and resolve problems
- Support Office Director in managing human resource management processes (i.e. assembling hiring packages, updating position descriptions, records management, conducting employee performance reviews and evaluations for staff she or he supervises).
- Coordinate and review team input on key deliverables and products (i.e. PPR, tasker responses, event memos, financial reviews, communication/outreach, budget, and technical documents) submitted to the Front Office, Program Office, OAA, Washington, and DP group.
- Support coordination with other USAID offices and interagency as determined by the Office Director
- Serve as EDO's GLAAS Program Manager.
- Work with the Education Office Director to respond in a complete and timely manner to all requests from the USAID/Nepal Mission Director, the USAID/Washington Education teams, the US Ambassador, as well as other USG, host-government, donor, and NGO partners;

Successful fulfillment of ALL of these responsibilities listed above will entail travel throughout Nepal, periodic travel to other parts of South/Southeast Asia and the United States, and participation in USAID workshops, conferences, trainings and seminars relevant to meet the responsibilities described above.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

- Education:** The complex and highly technical and visible nature of the position requires at a minimum a Bachelor's Degree (Master's Preferred) in educational development, reading, curriculum development, student learning assessment, teacher training, gender and girls' education, education policy and planning, monitoring and evaluation, community mobilization, school governance, or a related field relevant to USAID/Nepal's work in education.
- Prior Work Experience:** A minimum of 7 years of relevant work experience in positions with progressively greater responsibilities and leadership experience at senior professional or

management levels in academics, government, or I/NGOs related to the education field is required. Relevant and practical professional work experience designing, managing, monitoring, evaluating, and reporting on large-scale development programs; leading policy discussions with senior government officials; coordinating donor and other development partner activities; collaborating across teams; and managing, motivating, coaching, and mentoring staff are also key requirements of the position. Experience working with or for USAID, USAID contractors, other US government agencies, other donors, or public international organizations in Nepal is preferred. Excellent past and current leadership, communications (verbal and written) and interpersonal skills. The ideal candidate should have specialized knowledge and experience working on education activities related to USAID/Nepal's current education focus. Proven ability to work effectively with high level personnel from government, the donor community, and implementing partners.

- c. **Post Entry Training:** Familiarization training in USAID and USG-specific procedures, regulations, and methods will be provided. Formal courses will be offered, as appropriate, in addition to courses, seminars, conferences, and other activities in fields related to the function and needs of the staff member to maintain and update his or her qualifications. The incumbent will be expected to complete successfully the course for Contracting/Agreement Officer's Representative (COR/AOR) and become certified as soon as is practical and in compliance with USG regulations. Additional training will be provided for courses such as Introducing the Program Cycle, Project Design and Management and other USAID or outside training opportunities directly relevant to the performance of core responsibilities. Other USAID-specific education technical training/webinars will be made available as practical.
- d. **Language Proficiency:** Level IV in written and spoken English and level IV in Nepali. Must be able to speak, write and present in a concise and thoughtful manner on development programs and issues in both English and Nepali.
- e. **Job Knowledge:**

The Deputy Director must have a highly technical knowledge of Nepal's education sector, social and cultural characteristics, and the history of education development assistance activities in Nepal, especially the USG's role. The Deputy Director requires expert knowledge and understanding of the GON system for educational development across ministries, institutions, and agencies in order to foster and maintain close relationships with GON officials, MOEST staff, donor representatives, local and international implementing partner organizations, and other non-government organizations (NGOs). The Deputy Director requires a high degree of political and management savvy to effectively influence policy reforms across the portfolio. The position requires expert knowledge in primary education, secondary education, girls' education, early grade reading, curriculum development, teacher training, policy planning, student-learning assessment, education evaluation, community mobilization, and/or school governance. S/he must also have knowledge of gender and inclusion principles. In-depth knowledge of strategies, programs, and working methodologies in the education sector in Nepal, other donor programs in the Nepali education sector and familiarity with the School Sector Development Program and SWAp mechanism is required. Experience working with the GON is critical for quality education policy reform.
- f. **Skills and Abilities:** The Deputy Director must have very good computer skills, including the ability to use Google Doc/Sheet/Form and Microsoft Word, Excel, and PowerPoint

efficiently and effectively as well as to be able to articulate his/her thoughts both verbally and written and both in English and in Nepali. The abilities to quickly analyze and synthesize data for decision making and reporting and to mobilize teams to meet tight, last minute deadlines are essential. The ability to troubleshoot, solve complex problems, manage difficult situations and personalities, plan ahead, organize, and divide work appropriately across individual team members are all expectations of the position. The Deputy Director is also expected to shepherd projects and activities in various stages of design, implementation and evaluation, develop budget spreadsheets, statements of work, review and analyze project reports and financial statements to ensure on-time achievement of project deliverables. S/he must have the ability to effectively manage complex mechanisms to ensure compliance with USAID regulations and the achievement of program objectives. The incumbent should be able to advocate for education investments within a broader spectrum of development challenges, and within the context of changing USG foreign policy trends and domestic and international political and economic developments. The ability to communicate USG positions, policies, and strategies on education issues to different audiences effectively is essential. Finally, the position requires good customer service, strong interpersonal communication, negotiation and diplomatic skills. S/he must be able to coordinate successfully with the GON, relevant Contractors/Grantees, with other parts of the USAID Mission, and with the Embassy to advance program interests.